

Excellence in Worklife Wellness 2008 BRONZE Award Application

Excellence in Worklife Wellness Awards Mission

The purpose of the Excellence in Worklife Wellness Awards is *to encourage, recognize, educate and create a standard of excellence for worksite wellness programs.*

Montana Worklife Wellness Coalition Goal for the Awards

- To recognize employers in Montana who are taking progressive steps to increase employee satisfaction and productivity via an awards model that encourages and guides worksites to implement best practices in the workplace.
- We hope to set the bar high with this educational tool—we seek a high standard and recognize that it may be difficult for small businesses to achieve. The awards provide a standard of credibility and can be a goal to strive toward in any organization.

Application Deadline:

Applications accepted between January 1 and Feb 13, 2008 only.

Application Submission Process:

1. Save/copy BRONZE Award Application on your computer.
2. Complete BRONZE Award Application.
3. Print the BRONZE Award Application on colored paper (any color-one color for all pages). Note: the purpose of the colored paper is to separate sections to facilitate the reviewing process.
4. Insert the applicable documentation behind each colored page of the application. Print supporting documents on white paper or use original marketing materials. Ensure each supporting document is properly labeled with quality standard number and letter.
5. Submit five (5) hard copies of BRONZE Award Application packets to:
Chelsea A. Fagen
Health Education Specialist
Cardiovascular Health Program, DPHHS
1400 Broadway, Cogswell Building
PO Box 202951
Helena, MT 59620-2951

Application Tutorial: To receive assistance and ask questions about the application, please make a reservation at least one (1) week in advance of the call date with Chelsea Fagen at 406-444-4105 or cfagen@mt.gov. The tutorial sessions will be December 19, 2007 from 10:00 – 11:30 am and January 16, 2008 from 10 – 11:30 am.

Award Presentation:

All applicants will be advised of their award status by April 10, 2008. Award recipients are expected and encouraged to attend the 2008 Montana Worklife Wellness Conference to accept their award in person. [The 2008 Conference will be in West Yellowstone on May 21-22, 2008.](#)

Questions or additional information - contact:

Chelsea A. Fagen, (406) 444-4105, cfagen@mt.gov

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Please complete this form to apply for a BRONZE Award:

Name of Organization:

Address:

City, State, Zip:

Contact Person:

Phone:

Email:

Wellness Website:

If applicable

Submission Date:

For Review Committee Only
<input type="checkbox"/> Meets Criteria <input type="checkbox"/> Does Not Meet Criteria <input type="checkbox"/> Committee Discussion Required

1. Management Commitment

Worksite Wellness Quality Standard:

The program must have commitment from senior management that supports organizational policies and dedicates sufficient resources, such as equipment/tools, personnel, facilities, and funding.

WHY is management commitment important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate full Bronze level program in operation a minimum of one (1) year.

Instructions: By checking the box, you affirm that your Wellness Program has been in operation at a full Bronze level for that period of time. Any qualifying indicator must have been in operation at least 1 year.

☐ 1 year ☐ 2-3 years ☐ 4-5 years ☐ More than 5 years

2. Document Senior Management support.

Instructions: Behind this page, insert one of the following documents. Check which box applies:

- ☐ A copy of a signed letter on company letterhead from the CEO or other key senior management describing his/her commitment to the 2007 wellness program.
- ☐ A copy of a company newsletter article or official marketing materials that quotes the CEO or other key senior manager describing his/her commitment to the 2007 wellness program.

Attached Documentation Required

For Review Committee Only

____Meets Criteria ____Does Not Meet Criteria ____Committee Discussion Required

2. Leadership

Worksite Wellness Quality Standard:

To be most effective, the program must have leadership from well-qualified health promotion or worksite wellness professionals in the program's design, implementation and ongoing operations.

WHY is qualified leadership important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate a minimum of one (1) onsite [Wellness Champion](#) (employed staff whose job duties include wellness activities; no health promotion or worksite wellness background required at Bronze level. An onsite [wellness committee](#) is recommended).

Instructions: List names below. No supporting documents necessary.

Name and title of onsite Wellness Champion(s):

Name of onsite Wellness Committee member(s), if applicable (not required):

No Attached Documentation Required

For Review Committee Only		
<input type="checkbox"/> Meets Criteria	<input type="checkbox"/> Does Not Meet Criteria	<input type="checkbox"/> Committee Discussion Required

3. Mission

Worksite Wellness Quality Standard:

The program must have a clear statement of mission, purpose, and goals that declares the organization's commitment to motivate and assist a significant proportion of employees to practice healthier lifestyles.

WHY is a mission important?

click here

BRONZE Award Application Requirements:

1. **Demonstrate a clear mission statement of who you are and what you do.** No supporting documents necessary.

Instructions: Write the wellness program mission statement below.

Mission Statement:

2. **Confirm that the mission statement reflects a mission to keep healthy people healthy.**

Instructions: Indicate below if you agree that your Bronze level wellness program mission supports offering **voluntary programs to keep healthy people healthy**. If you select "no," please provide a brief explanation or justification. Any mission that exceeds that minimum (such as targeting high risk employees) is acceptable.

☐ Yes ☐ No

If no, explain/justify:

No Attached Documentation Required

For Review Committee Only

____Meets Criteria ____Does Not Meet Criteria ____Committee Discussion Required

4. Assessment Tool

Worksite Wellness Quality Standard:

The program must have a process or tool for assessing organizational and individual needs, risks and costs to ensure appropriate interventions are offered to that population.

WHY is an assessment tool important?

click here

BRONZE Award Application Requirements:

1. Indicate usage of an assessment tool.

Instructions: Indicate below a minimum of one (1) assessment tool you have used in your organization to assess your organization's needs, risk and/or costs.

- ☐ [Employee Interest/Needs Assessment/Survey](#) (e.g. blood pressure screening, tobacco cessation, lab work - lipids, glucose, etc.)
- ☐ Annual [Health Screenings](#)
- ☐ [Health Risk Appraisal](#) or HRA (acceptable; exceeds Bronze requirement)
- ☐ [Medical Claims Data](#) (acceptable; exceeds Bronze requirement)
- ☐ Other (other options may be acceptable – subject to approval by Review Committee)

Explain:

2. Demonstrate sample of assessment tool.

Instructions: Behind this page, insert one (1) of the following documents. Check which box applies – it must match the tool you identified above.

- ☐ Blank copy of Employee Interest/Needs Assessment/Survey
- ☐ Summary of Employee Interest/Needs Assessment/Survey
- ☐ Copy of Health Screening report (e.g., lab report, BP record; no visible names)
- ☐ Blank copy of Health Risk Appraisal (HRA)...or...☐ Copy of HRA corporate report
- ☐ Copy of one page of Medical Claims Data report (no visible names)
- ☐ Other (other options may be acceptable – subject to approval by Review Committee)

Attached Documentation Required

For Review Committee Only

____Meets Criteria ____Does Not Meet Criteria ____Committee Discussion Required

5. Target Audience

Worksite Wellness Quality Standard:

The program design must have a target audience to address the most significant health risks to our nation, specific risks within the employee population and needs of the organization.

WHY is a targeted audience important?

click here

BRONZE Award Application Requirements:

1. Indicate below the target audience of your programs.

Instructions: Check all boxes that apply below regarding what audience your wellness program targets as defined by your assessment tool(s). No supporting documents necessary.

- ☐ [Interested and healthy employees](#)/voluntary participation (required)
- ☐ [High Risk](#) employees (acceptable, exceeds Bronze requirement)
- ☐ Other targeted participants (other options may be acceptable – subject to approval by Review Committee)

Explain:

No Attached Documentation Required

For Review Committee Only

____Meets Criteria ____Does Not Meet Criteria ____Committee Discussion Required

6. Interventions

Worksite Wellness Quality Standard:

The program must have high quality and convenient programs (a.k.a. interventions) that motivate participants to achieve lasting behavioral changes based on the assessment tools and the target audience.

WHY are interventions important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate a minimum of five (5) interventions.

Instructions: Check at least five (5) boxes that apply below.

- ☐ A) Advertise or promote [community health/wellness services](#) (e.g., MT Tobacco Quit Line)
- ☐ B) [Employee Assistance Program \(EAP\)](#)... or... ☐ [Professionally run support groups](#)
- ☐ C) Wellness Classes (2 topics minimum, 1 hour minimum/topic) (Focus: general health information like stress management, exercise, nutrition, back care, depression, tobacco cessation, weight loss, wise healthcare consumerism, lifestyle-related risk factors and diseases, etc.)
- ☐ D) [Brown Bag Lunches](#) (3 topics minimum, 30-60 minutes each)
- ☐ E) Health Education (e.g., newsletter, bulletin board, flyers/brochures, health campaign, online HRA)
- ☐ F) Fitness Product Sales or Give-a-ways (e.g., pedometers, exercise balls, yoga mats)
- ☐ G) Fitness Campaign...or... ☐ Walking Club
- ☐ H) Annual Health Fair (e.g., health information, immunizations, health screenings)
- ☐ I) [Ergonomic Assessments](#) (focus on prevention of carpal tunnel, back injury, etc.)
- ☐ J) Onsite Relaxation/Meditation Room...or... ☐ Onsite Chair Massages
- ☐ K) Healthy Eating Promotion (e.g. healthy meeting snacks or vending machines, free fruit)
- ☐ L) Health/Wellness Lending Library (e.g., videos, books, newsletters)
- ☐ M) Other (other options may be acceptable, including Silver or Gold level interventions; other unlisted interventions are subject to approval by Review Committee)
Explain:

2. Demonstrate marketing materials for each offered intervention.

Instructions: Behind this page, insert a copy of your marketing materials that advertise each offered intervention. Each intervention must be properly labeled (e.g., “G – Fitness Campaign”). Each page can reflect more than one intervention, but they must be grouped in order so the reviewers are not flipping back and forth through pages.

Attached Documentation Required

For Review Committee Only		
_____Meets Criteria	_____Does Not Meet Criteria	_____Committee Discussion Required

7. Tracking System

Worksite Wellness Quality Standard:

The program must have efficient systems for tracking program operations, utilization and administration.

WHY is a tracking system important?

click here

BRONZE Award Application Requirements:

1. Indicate at least one (1) method of tracking program operations, utilization and administration.

Instructions: Check all boxes that apply below (minimum of 1).

- ☐ Participant utilization (of classes/programs) spreadsheet or table - hard copy
- ☐ Participant utilization (of classes/programs) spreadsheet – computerized (such as Excel)
- ☐ Accounting and tracking software program (designed solely for that purpose)
- ☐ [Health Risk Appraisal](#) or HRA (acceptable; exceeds bronze level requirement)
- ☐ Other (other options may be acceptable – subject to approval by Review Committee)

Explain:

2. Demonstrate method of tracking program operations, utilization and administration.

Instructions: Insert behind this page a copy of a year-end document that illustrates your hard copy or computerized tracking tool (same as the box checked above). A year-end participant utilization report lists the participation results of all your assessment tools (health screenings, HRA) and/or interventions' (classes, programs etc.) participation rates. If you use an HRA as your assessment tool, you only need to attach the corporate report page that states your total number of participants.

Attached Documentation Required

For Review Committee Only		
_____Meets Criteria	_____Does Not Meet Criteria	_____Committee Discussion Required

8. Measure Outcomes

Worksite Wellness Quality Standard:

The program must have a procedure for evaluating or measuring program quality and outcomes.

WHY is measuring outcomes important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate how you measure outcomes (your program “scorecard”).

Instructions: Complete or check boxes as indicated below (complete sections A and B).

(A) Participant Utilization (Best Practice Goal = 80%-90% HRA participation)

- a) Total number of employees and/or spouses eligible for wellness benefits: _____
- b) Percentage of those who participated in at least one (1) intervention in 2007: _____

(B) Participant Satisfaction (Best Practice Goal = high participant satisfaction)

- ☐ Class evaluations that measure participant satisfaction (required).
- ☐ Summary of class evaluations that tabulates participant responses (such as, 90% liked the class; 85% would recommend the class to others, etc.) (not required)
- ☐ Other: (other options may be acceptable – subject to approval by Review Committee

Explain:

2. Demonstrate how you measure outcomes.

Instructions: Insert behind this page one (1) example of a class evaluation you typically use.

Attached Documentation Required

For Review Committee Only
_____Meets Criteria _____Does Not Meet Criteria _____Committee Discussion Required

9. Communicate Results

Worksite Wellness Quality Standard:

The program must have a system for communicating the program results to employees and senior management.

WHY is communicating results important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate what information you include in your Annual Wellness Report.

Instructions: You must produce an Annual Wellness Report for a Bronze Award. Indicate below what is included in your report. Check all boxes that apply (all are recommended).

- ☐ Participant Utilization (classes, programs, services)
- ☐ Participant Satisfaction: summary of class evaluations
- ☐ Program accomplishments
- ☐ Program challenges
- ☐ Program goals
- ☐ Other:
Explain:

2. Indicate to whom you communicate program results.

Instructions: Check all boxes below that apply.

- ☐ Senior management only
- ☐ Employees only
- ☐ Senior management and employees (recommended)

3. Demonstrate usage of an Annual Wellness Report.

Instructions: Insert behind this page a copy of your most recent report.

Attached Documentation Required

For Review Committee Only

____Meets Criteria ____Does Not Meet Criteria ____Committee Discussion Required

10. Marketing

Worksite Wellness Quality Standard:

The program must have effective marketing to achieve and maintain high participation.

WHY is marketing important?

[click here](#)

BRONZE Award Application Requirements:

1. Indicate at least one (1) marketing method.

Instructions: Check all boxes that apply to indicate your marketing strategies (minimum of 1).

- ☐ Flyers, brochures
- ☐ Paycheck stuffers
- ☐ Newsletters (either company newsletter with wellness section, or entire wellness newsletter)
- ☐ Mass marketing letters sent to work addresses or included in lab results
- ☐ Home mailings (marketing materials sent home)
- ☐ Email
- ☐ Website
- ☐ Faxes
- ☐ Targeted personal invitations
- ☐ Other:
Explain:

2. Demonstrate your marketing material(s).

Instructions: Insert behind this page one (1) or two (2) samples of your marketing materials, as indicated in the boxes checked above. For example, copy of a sample flyer, newsletter, letter, or printed homepage of your wellness website.

Attached Documentation Required

For Review Committee Only		
_____Meets Criteria	_____Does Not Meet Criteria	_____Committee Discussion Required